

IOWA GOVERNOR'S TRAFFIC SAFETY BUREAU

POLICIES AND PROCEDURES MANUAL

March 2021

Appendix X

Interim Updates and Changes (September 9, 2021)

Financial Responsibility, page 8, paragraph 4:

Current verbiage:

4. Claims for reimbursement must be submitted to the GTSB within 90 days of expenses being paid by the contractor. It is the intent of the GTSB to process and reimburse claims in a timely manner. Reimbursement is generally made to the contractor within 60 days upon receipt of a claim submitted with required documentation. The claim for reimbursement must consist of a complete submission within Iowa Grants and supporting documentation. Processing will cease without these items and will not continue until the issues are resolved.

Replace with new verbiage:

4. Claims for reimbursement must be submitted to the GTSB within 90 days of expenses being paid by the contractor. It is the intent of the GTSB to process and reimburse claims in a timely manner. Reimbursement shall be made to the contractor within 30 days upon the GTSB Finance Manager (FM) receiving a complete and approved claim submitted with required documentation. The claim for reimbursement must consist of a complete submission within Iowa Grants and supporting documentation. Processing will cease without these items and will not continue until the issues are resolved. In the event the FM must return the claim to the PA for a lack of documentation, errors, etc. the 30 day time period stops. A new 30 day time period will restart when the claim is resubmitted and approved by the FM for processing.